



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Annual Data Collection

Overview

For Special Education Cooperatives

September 2010

Annual Data Collection Overview

Introduction

Please take the time to review the Annual Data Collection (ADC) packet of which this overview is a part. Instructions for getting started with our Internet Reporting and Information System, which we call IRIS, follow.

The information below describe the changes to the ADC for 2010-2011, steps to take for filing electronically, and general instructions and definitions for filling out the forms.



- Some special education job codes have been discontinued and replaced with new codes. You must update the records for any teachers who were previously assigned the old codes.
- New passwords were mailed to the districts in June 2010. If you are doing data entry in September or October, remember to add SO to the end of the core password.

Options for Filing Your Reports

Special Education Cooperatives will file electronically by logging on to the OPI IRIS system with a secure username and password. Passwords change annually, on July 1. We mailed out new passwords for 2010-2011 to the coop authorized representative in June.

- There are several ways to access IRIS:
 - Go to the OPI web site at <http://www.opi.mt.gov> and click on 'Reports & Data.' The IRIS – LOGIN button is located below the introductory paragraph.
 - Mouse over the tab marked Reports & Data: Citrix/IRIS Login is the first item on the fly-out menu.
 - Click on the link: <http://opi.mt.gov/IRISLogin.html>.
- Click on the LOGIN button.
- If you have not updated your Citrix software since June, 2010, you should update to the latest version by clicking on [Install Citrix clients](#) and following the instructions. You will need to close and reopen your browser after the update.
- Login using the user name and password that were mailed to the coop in June.
- **Note:** If you are a Vista user, you will need to go to the Citrix web site and get the latest client. Click on [Install Citrix Clients](#) to find a link to the Citrix web page. Mac users should call the OPI Help Desk at (406) 444-4050 to get assistance installing the client.
- For more detailed instructions, refer to the [ADC User Manual](#), available as a PDF at http://www.opi.mt.gov/Reports&Data/index.html?gpm=1_5 at the tab labeled 'Other Resources.'

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Special Education Coops do not complete any forms at the school level.

ENTERED AT DISTRICT LEVEL

Please complete all forms and reflect information **as of the first Monday in October.**

District Staff Assignments – Reporting Special Education Personnel

Each special education cooperative must report all personnel employed and/or contracted to provide special education and related services for students with disabilities. This includes both certified and licensed staff.

All personnel data that you reported to us last year will be pre-filled on the Staff Assignment screens. If you prefer making changes on paper before entering data into the ADC, you can print the SECoop Personnel Data Entry Form to use as a worksheet. This report is found in the "Reports for the Present Year" section in the Reports Menu.

Make the necessary changes to reflect your current staff.

Cooperatives will use job codes that specify “itinerant” for any employee or contracted individual whose job requires working with or serving children in more than one school district and requires travel. Itinerant Special Ed Teachers may be coded SP18 or SP19 (Intern). Accuracy of itinerant personnel reported by a cooperative is important because that FTE total is used in the calculation for a cooperative’s travel entitlement.

When reporting school psychologists, school counselors, school nurses, and school social workers, the FTE counts must reflect the time employed to work with non-special education students and with special education students. The job codes should reflect this breakout (example: the time a school psychologist is employed to work with students without disabilities should be coded as SP23 (School Psychologist) and the time employed to work with students with disabilities should be coded as SP24 (School Psychologist, Special Education). Refer to the list of special education job codes for other cooperative personnel.

For teachers with a special education class assignment that includes PK, the assignment must reflect the percent of time that is spent with PK students. Calculate the percentage based on the number of PK students divided by the total students in the class.

Sole Providers: When entering special education staff, the proper job assignment code must be used to indicate whether the teacher is the sole provider of academic content in the core academic subject. To facilitate required federal reporting, new special education job codes allow teaching assignments to reflect specific core academic subjects. To the extent that a teacher is the sole provider of core academic content to students with disabilities, these codes should be used to reflect this time.

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At the elementary level, sole provider of elementary curriculum means a teacher who is the exclusive instructional decision maker for student(s) in grades PK-8. If a special education teacher is the sole instructor to any elementary student for 60% or more of the school day, the teacher is considered to be the "sole provider" of elementary curriculum and the SP02 (Special Ed Elementary Self-Contained – Sole Provider) or SP10 (Sped Elementary Intern - Sole Provider) job assignment code should be used. If the special education teacher is not the sole provider of elementary curriculum for any student the SP00 (Special Ed Teacher - Not Sole Provider) or SP01 (Sped Intern - Not Sole Provider) code should be used.

At the secondary level, Sole provider of core academic content means a teacher who is teaching a secondary level core academic class(s) without input from another teacher who meets the federal HQ requirements in that core academic subject. "Secondary level core academic class(s)" means any setting in which organized instruction of core academic content is provided to one or more students who are receiving credit for the class toward graduation. Because special education teachers often teach multiple subjects during any given period of the day, a class for secondary level special education teachers is defined as a subject. If a secondary special education teacher is the sole provider of academic content in a core academic subject for any student, select the appropriate new job assignment code for that subject. If a secondary special education teacher is not the sole provider of academic content for any student in a given core academic subject the SP00 (Special Ed Teacher - Not Sole Provider) or SP01 (Sped Intern - Not Sole Provider) code should be used.

NOTE: For personnel who are paid from more than one federal program, the FTE must be broken out as accurately as possible to reflect time spent in each program. An example would be a teacher whose salary is paid from special education and Title 1 – the FTE breakout should reflect the salary breakout.

Staff Assignments - Reporting Instructional Paraprofessional Staff

Use the appropriate job codes to identify coop staff that are Special education Instructional Paraprofessionals [SE 25] or [SE26 – Itinerant].

New paraprofessionals may not be in the personnel database. If they are not already on the list, you will need to add these people before you can assign them job codes and FTE. See the section in the software User Manual for *Adding a New Person Not on the List*.

For more information on qualified paraprofessionals, please refer to the Title I paraprofessionals Guidance, available at: <http://www.ed.gov/policy/elsec/guid/paraguidance.doc>

District Personnel Recruitment

The information will help identify shortage areas and provide support data for efforts undertaken to address those shortages. For schools meeting certain requirements, this data will help to determine whether new teachers will be eligible to participate in the loan forgiveness program. We want to know how many openings in each subject, support or administrative area existed for the 2010-2011 hiring cycle, and how difficult it was to fill the positions.

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LAST STEP TO FINISH

FTE Report

Preview this report to verify the assignments and ensure that none exceed 1.0 FTE; adjust assignments if necessary.

Quality Educator Payment Report

Running this report before you submit allows you to verify the total FTE eligible for the QE payment while you can still make your own corrections. The ADC Staff Assignment Codes list should be used to confirm whether the job assignment code is included in the payment. Contact the OPI if you have questions.

Submit

When you have completed your data entry, click Submit on the data entry menu. The program will validate your data entry and notify you of any omissions prior to submittal. Once data entry is complete, you can do your final Submittal.

REMINDERS

- If you need to make changes after you have submitted your data, contact the OPI.
- Keep a copy of each completed form in your files.
- Sign and mail the Authorized Signature and Checklist to the OPI by the due date.
- Submittal is not official until the OPI receives this signed form.
- All data must be submitted to the OPI by Tuesday, October 26, 2010.

Thank you for taking the time to read this overview. If you have any questions, please contact Karen Crogan at the OPI/Division of Special Education by phone (406) 444-0685 or email kcrogan@mt.gov.

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